

EX 2-0199

6 August 1951

Chief, Administrative Services

Advisor for Management

Inspection and Security Office Survey Progress Report

1. Quoted below is an extract from a memorandum from this Office to the Deputy Director (Administration), dated 2 August 1951, concerning the above subject, which has been concurred in by the Inspection and Security Office:

"j. The agents assigned to the Special Referral Group-CE who are located in L Building do not have adequate working space since five agents occupy a very small room (approximately 7x10 feet) which can be entered only through a larger room used for a "coat room" and for microfilming records. It is recommended that action be initiated to provide adequate space in L Building for these agents. The space to be assigned should be as close as possible to the IID file room in order to reduce transportation time. In addition, it is necessary for the agents to prepare reports in longhand (approximately 400 per month, averaging 4 or 5 pages each) since neither stenographers nor dictating equipment are available for their use. If they were available, they could not be properly utilized because of the inadequate space. It is further recommended that as soon as adequate space has been provided, dictating machines be procured for the agents. This would not only result in proper utilization of skills but would also expedite clearances."

2. This information is being furnished in order that you may be familiar with this situation when the Inspection and Security Office contacts you concerning additional space requirements.

EB/ms
cc: Subject File

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